

# IOWA DEPARTMENT OF INSPECTIONS AND APPEALS

## Targeted Small Business Certification Program

(515) 281-6848

### DOCUMENT LIST

Please submit the documents that are appropriate for your business in order to be considered for TSB certification. **DO NOT** send original documents. Your application will not be considered until all required documentation is received, or until we have a satisfactory explanation of any omissions.

#### All Applicants

- ☐ Proof of minority or female status (birth certificate, driver's license, court or tribal record)
- ☐ Proof of disability (written verification from Iowa Department of Education/Division of Vocational Rehabilitation, Department for the Blind, or a completed Verification of Disability Physician's Statement)
- ☐ All licenses to do business and any other licenses or permits (e.g. sales tax permit, federal ID number, etc.)
- ☐ State or local certification, registrations, or proofs of competence (e.g. food establishment license, cosmetology license, etc.)
- ☐ Registration of business name (county recorder's office)
- ☐ Purchase agreement to purchase business equipment
- ☐ Cancelled checks for equipment purchase
- ☐ Loan agreements
- ☐ Bank signature card
- ☐ Business insurance certificates (worker's compensation, general liability)
- ☐ Signed payroll for prior two months
- ☐ Third-party agreements (e.g. equipment rental, purchase agreements, management service agreements, etc.)
- ☐ Lease agreements
- ☐ Resumes of all owners
- ☐ Business plan if this is a new business or you are applying for financial assistance

#### Sole Proprietorship

- ☐ Business tax forms for last three years (federal and state)
- ☐ Personal income tax forms for the last three years (federal and state) if business taxes are not available

#### Partnership

- ☐ Partnership agreement
- ☐ Business tax forms for last three years (federal and state)
- ☐ Personal income tax forms for the last three years (federal and state) if business taxes are not available

#### Corporation

- ☐ Articles of incorporation
- ☐ Bylaws
- ☐ Stock certificates (issued and outstanding)
- ☐ Stock transfer ledger
- ☐ Proof of stock purchase (cancelled checks, etc.)
- ☐ Minutes of first corporate meeting
- ☐ Minutes reflecting election of directors and officers
- ☐ Corporate borrowing resolution
- ☐ Corporate income tax forms for last three years (federal and state)
- ☐ Personal income tax forms for each owner for the last three years (federal and state) if corporate taxes are not available

#### Limited Liability Company

- ☐ Articles of incorporation
- ☐ Proof of capital contributions for each owner
- ☐ Operating agreement
- ☐ Business tax forms for last three years (federal and state)
- ☐ Personal income tax forms for each partner for last three years (federal and state) if business taxes are not available

If your business is not in operation, please provide what documentation you can. If any documentation is omitted, please explain why (e.g. pending, applied for, not available, etc.). If any current owner has been denied certification in the past, please provide a detailed explanation.

#### **\$25.00 Application Processing Fee must accompany the application**

*Make check or money order payable to: Iowa Department of Inspections and Appeals*

**[Note: the application processing fee is non-refundable]**